
CHAPTER SEVEN: ADJUSTMENT TRANSACTIONS: INTRODUCTION

**Adjustments Subsystem Introduction
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I. Overview

Overview

The Adjustment Subsystem enables users to:

1. Make adjustments to prior period payroll expenditures.
2. Keep summary MMARS data and PCRS labor history in sync and in balance.

The PCRS Adjustment Subsystem automates payroll adjustment actions and reconciles PCRS and MMARS payroll expenditure balances. Departments will be responsible for processing all payroll adjustments through PCRS in order to assure that PCRS and MMARS are in sync and in balance.

Each adjustment transaction falls into one of two categories, either user entered or system generated. A user-entered transaction can be added, modified, viewed, listed and deleted by departments. The XA, XE, XC, and XU are user entered transactions. A system-generated transaction is generated at the time of payroll production and cannot be added or deleted by departments. The XD and XF are system-generated transactions. The XD can be modified, viewed and listed. The XF can be viewed and listed. Refer to Table 1, *Adjustment Transaction Overview*, for a summary of PCRS adjustment transactions.

Policy

For an explanation of the Commonwealth's policies on this subsystem, refer to Adjustments Subsystem in the ***Payroll Expenditure Policy Manual***.

Adjustment Subsystem - Introduction

Table 1
Adjusting Transactions Overview

CODE	DESCRIPTION		GENERATED BY	OPERATOR ACTION	CTR INTERVENTION
XF	INSUFFICIENT FUNDS	Identifies depts., accts., & individual employees whose payroll is not sufficiently funded for a given pay period.	System at payroll production	V = View L = List Inquiry	Yes (CTR Payroll)
XD	PAYROLL DATA CORRECTION	<ul style="list-style-type: none"> ▪ Payroll reject transaction ▪ Occurs because of incorrect or missing accounting data on original payroll charge. ▪ Data must be corrected for payroll charge to process against correct cost centers. 	System at payroll production	M = Modify V = View L = List Inquiry	Yes, if a PEND Status (CTR Payroll)
XA	EXPENDITURE CORRECTION	<ol style="list-style-type: none"> 1. Modifies expenditure accounting information recorded on a payroll charge which has been processed through the system. 2. Used to redistribute charges from one cost center to another. Does not change amount of original expenditure. 3. Corrects accounting data by decreasing incorrect cost center expenditures and increasing correct cost center expenditures. 	User entered	A = Add M = Modify V = View L = List Inquiry D = Delete	Yes – If a PEND status (CTR Accounting)

Adjustment Subsystem - Introduction

CODE	DESCRIPTION		GENERATED BY	OPERATOR ACTION	CTR INTERVENTION
XA	(Con't)	<p>Three types of XA transactions:</p> <ul style="list-style-type: none"> ▪ Standard – User enters data to retrieve labor history for entered pay period. ▪ Individual – User enters SSN or ID to retrieve that employee's history for entered pay period. ▪ Mass Build – User enters fiscal year, dept., and appropriation to retrieve labor history for a pay period. 			
XE	EXPENDITURE REFUND	<p>Allows a dept. to put money paid in error back into the accounting system.</p> <p>Use only when: (1) a payment has been processed, (2) an employee returns money, (3) a terminated employee was paid in error, and the payment is returned.</p>	User Entered	<p>A = Add M = Modify V = View L = List Inquiry D = Delete</p>	<p>Yes – along with TRE and State Retirement Board. All XE's automatically go to PEND status</p> <p>(CTR Accounting)</p>
XC	PRIOR YEAR REFUND	<p>Allows a dept. to put prior year money paid in error back into the accounting system.</p>	User Entered	<p>A = Add M = Modify V = View L = List Inquiry D = Delete</p>	<p>Yes – along with TRE and State Retirement Board. All XC's automatically go to PEND status</p> <p>(CTR Accounting)6</p>

Adjustment Subsystem - Introduction

CODE	DESCRIPTION		GENERATED BY	OPERATOR ACTION	CTR INTERVENTION
XU	USER/ SECT; EARN CODE/ HOURS	<p>Specific to PCRS data only. Allows a department to modify/change non-statutory PCRS data and/or earnings codes for a prior period payroll charge. Fields that can be modified are department & secretariat defined fields and earnings codes.</p> <p>Decreases Department/secretariat expenditures at incorrect cost centers & increases expenditures at correct cost centers.</p>	User Entered	A = Add M = Modify V = View L = List Inquiry D = Delete	No

II. Accessing Adjustments

Accessing PCRS Adjustments Subsystem

The first step in performing any PCRS adjusting transaction is to access the PCRS Adjustments Subsystem. Please refer to the section of this procedures manual titled "Accessing PCRS" for instructions.

```
Choose an option or press <PF3> to exit PCRS.

VPCRS00      **** P C R S **** (Production)      7/29/1999
CTRAEY      PCRS Main Menu                        2:24 PM
-----
Selection:  03

              01 Cost Accounting Exception Posting
              02 Cost Accounting Default Distribution
              03 Cost Accounting Adjustments
              04 Cost Accounting Rules
              05 Cost Accounting Online Information
              06 Release Held Paychecks (CTR Only)
              07 PCRS System Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done  Help  Reset Exit
```

PCRS Main Menu screen

NOTE: The keys at the bottom of the screen (<PF1>, <PF2>, etc.) are <F> (function) keys on the computer. When you need to use a function, the screen will read <PF>, however, depending on your computer's configuration you need to use a <F> key or <Alt> and a number. For example, to exit the computer, instead of pressing <PF3>, you would press the <F3> key or <Alt> and <3> keys.

To access Adjustments Subsystem:

1. In the Selection field (Cost Accounting Adjustments), enter **<03>**.
2. Hit **<ENTER>**.

II. Accessing Adjustments

Response:

VADJTM05	**** P C R S ****	TEST: Work In Progress	4/13/1999
ITDA44	Adjustments Subsystem Menu		4:01 PM

Doc-Id Number: 9103			
Selection: (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List			
Holding File Inquiry List Status: ____			
XF - Insufficient Funds Correction			
XD - Payroll Data Correction			
XA - Expenditure Correction			
XE - Expenditure Refund			
XC - Prior Year Refund			
XU - User/Sect; Earn Code/Hours			
Dept: ____ Org: ____		Pay Period End Date: ____	
		SSN: ____	
		Employee ID ____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Done Help		Prior Menu	
Exit			

PCRS Adjustments Subsystem Menu screen

This menu is used to access the six (6) adjusting transactions for payroll expenditure object codes.

III. Holding File

Overview Users can access adjustment transactions in two ways, either through the Adjustment Subsystem Menu or the PCRS Holding file.

All PCRS adjusting transactions are placed in the PCRS Holding file once they are entered in the system. Based on security, you have the ability to list all PCRS adjusting transactions. You can list all transactions, or a particular transaction - it depends on how much information you enter in the fields in the Adjustments Subsystem Menu screen.

Refer to Table 2 for instructions on listing a transaction.

Listing an Adjustment Transaction The first step in listing an adjustment transaction is to access the PCRS Adjustments Subsystem Menu.

```
Enter a selection or press <PF12> for main menu.

VADJTM00  **** P C R S **** (DEVELOPER)  TEST: Work In Progress      4/15/1999
ITDA31                      Adjustments Subsystem Menu                12:11 PM
-----

Doc-Id Number: 9105001

Selection: LXA (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List

                Holding File Inquiry List  Status: _____
                XF - Insufficient Funds Correction
                XD - Payroll Data Correction
                XA - Expenditure Correction
                XE - Expenditure Refund
                XC - Prior Year Refund
                XU - User/Sect; Earn Code/Hours

Dept: XYZ   Org: 1000                      Pay Period End Date: 09 12 1998
                                           SSN:
                                           Employee ID: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help           Exit                               Prior           Menu
```

Adjustments Subsystem Menu screen

III. Holding File
Table 2
Listing An Adjustment Transaction

INFORMATION WANTED	ENTER IN ADJUSTMENTS SUBSYSTEM MENU
Beginning of Holding File for a transaction type for a specific department (if you have more than one org)	<ol style="list-style-type: none"> 1. Selection Field: Enter <L> and <Transaction Code> you need. EX.: To list a XA transaction, enter <LXA>. 2. Dept. Field: Enter the three character department code. 3. Org Field: Erase
Beginning of Holding File for all transactions for your department. Transactions are sorted alphabetically (XA, XC, XD, XE, XF, XU).	<ol style="list-style-type: none"> 1. Selection Field: Enter <L> 2. Dept. Field: Enter the three character department code. 3. Org Field: Erase
Beginning of specific: <ul style="list-style-type: none"> ▪ Transaction code ▪ Department code ▪ Organization code 	<ol style="list-style-type: none"> 1. Selection Field: Enter <L> and <Transaction Code> you need 2. Dept. Field: Enter three character dept. code 3. Org Field: Enter four digit org. code
Beginning of specific: <ul style="list-style-type: none"> ▪ Doc-ID ▪ Transaction code ▪ Department Code ▪ Organization code 	<ol style="list-style-type: none"> 1. Doc-Id Field: Enter seven digit Doc-ID 2. Selection Field: Enter <L> and <Transaction Code> you need 3. Dept. Field: Enter three character dept. code 4. Org Field: Enter four digit org. code

III. Holding File

To access a document from within the folding file:

After entering the appropriate information (Table 2) on the Adjustments Subsystem Menu screen, hit **<ENTER>**.

Response:

```

Enter a selection or press <PF12> for main menu.

VADJTM01    **** P C R S **** (DEVELOPER)  TEST: Work In Progress      4/26/1999
ITDA31                               Holding File Inquiry                8:47 AM
-----
S
E      ---Batch ID---  ---Document ID---  Entry      Last      Last      Last
L Stat Tr Dept Number Tr Dept Org  Number      Date      Update     Term      User
-----
_ PEND                                XA XYZ   1103 9116001 19990426 19990426 KLSB1490 ITDA31
_                                XC XYZ   0011 1054001 19990223 19990223 KLSB1489 ITDA4M
_                                XC XYZ   0011 1054002 19990223 19990223 KLSB1489 ITDA4M
_ EDITP                                XC XYZ   0011 1062001 19990303 19990303 KLSB1489 ITDA4M
_ PEND                                XD XYZ   5421 020A001 19990120 19990120 BATCH   PCRS
_ REJCT                                XD XYZ   8200 0200004 19990120 19990120 BATCH   PCRS
_ PEND                                XD XYZ   8200 3440001 19981210 19990219 B45F    ITDAVW
_ HOLDD                                XD XYZ   8200 3440002 19981210 19990115 A635    CTRALT
_ HOLDD                                XD XYZ   8200 3440003 19981210 19990115 A635    CTRALT
_ REJCT                                XD XYZ   8200 3440004 19981210 19990125 A767    CTRAHA
_ DONE                                XD XYZ   0011 3440003 19981210 19990125 A639    CTRALT
_ REJCT                                XD DPW   0011 3440004 19981210 19981210 BATCH   PCRS
Start List at Tran: __ Dept: __ Org: __ Status: __
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help          Exit ?Purg          Tran          Frwd Prior Home          Menu

```

Holding File Inquiry screen

This screen looks very similar to the MMARS Suspense file. Based on your security, you can either **View** or **Modify** a document in this screen by placing a V or M in the select column to the left of the desired document. However, you can only modify those transactions that have not been processed to a **DONE** or **PROC** status. Refer to Table 3 for a list of status codes that could appear in the PCRS Holding File.

III. Holding File

Table 3
Holding File Status Codes

STATUS CODE	EXPLANATION
EDITP	Document passed all PCRS edits. Not scheduled.
HOLDD	Document held. Labor history tagged.
HOLDR	Document held. Tagged labor history removed.
PEND	Document is ready for CTR approval.
SCHED	Document is scheduled for the nightly batch cycle.
INUSE	The document is still processing.
REJCT	Document has errors that need to be fixed before it can be processed.
PROC	Document has processed through MMARS and will update PCRS labor history during the overnight batch cycle.
DONE	Document has successfully updated MMARS and PCRS.
BLANK	While in the document, the user has timed out of PCRS. The Doc-Id updates the PCRS Holding File. Any entered decrease and increase lines are not saved.

IV. Viewing Adjustment Transactions

To access a document directly from the Adjustments Subsystem menu, you must know the Document ID#:

VADJTM05 ITDA44	**** P C R S **** Adjustments Subsystem Menu	TEST: Work In Progress 4/13/1999 4:01 PM

Doc-Id Number: 9103001		
Selection:VXA (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List		
Holding File Inquiry List Status: _____		
XF - Insufficient Funds Correction		
XD - Payroll Data Correction		
XA - Expenditure Correction		
XE - Expenditure Refund		
XC - Prior Year Refund		
XU - User/Sect; Earn Code/Hours		
Dept: XYZ Org1000		Pay Period End Date: _____
		SSN: _____
		Employee ID: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Done Help Exit Prior Menu		

PCRS Adjustments Subsystem Menu screen

When viewing an adjustment transaction in PCRS, the fields on the screen are non-modifiable.

Viewing an Adjustment Transaction Procedure

To view an adjustment transaction, complete the following fields on the Adjustments Subsystem Menu:

DOC-ID FIELD

Enter the seven (7) character document identification number you want to view.

SELECTION FIELD

Enter **<V>** (view) and the **<transaction type>** abbreviation. For example, to view a XA transaction, you would type **<VXA>**.

DEPT AND ORG FIELDS

At the bottom of the screen the **Dept** and **Org** fields are pre-filled with your MMARS department and organization codes. Based on security, these fields can be modified.

Hit **<ENTER>**.

IV. Viewing Adjustment Transactions

Response:

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments          12:57 PM
                                Expenditure Correction Document (XA)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000000
Doc-ID: XA HCF 1000 9110004 Date: 07 30 1999 Document Total: 93,685.86
Bat-ID:
  Bud Fy Dpt  Approp  Sub Org/Sb  Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
-----
                                Description                                Line Amount  I/D
-----
01  2000   HCF  7002001200_  8436_ A01_  7536_  2308_  D
-----
                                46,842.93
-----
02  2000   HCF  7002001300_  8436_ A01_  7654_  2308_  I
-----
                                46,842.93
-----
-----
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu
  
```

Maintain Adjustments Expenditure Correction Document

Viewing Employees with Tagged Labor History

To view only the list of employees whose labor history was tagged to a particular increase line:

1. **<TAB>** to that increase line.
2. Press **<F4>** to reach the **VuSel** (View Selected Labor History) screen by SSN and **<F4>** again for Employee ID.

NOTE: The <F4> key is also a toggle switch between SSN and Employee ID within the View Selected Labor History window.

IV. Viewing Adjustment Transactions

Response:

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (DEVELOPER) TEST: Work In Progress      4/20/1999
ITDA31      Maintain Adjustments                                11:25 AM
+-----View Selected Labor History-----+

```

Ln	Lock	Doc Id	Name	SSN	Ecde	Obj	Hours	Charges
02		XAHCF10009110004	AAGY104N009, 01	037-97-4677	REG	A01	37.500	987.07
02		XAHCF10009110004	AAGY104N035, 01	036-19-7770	REG	A01	37.500	897.77
02		XAHCF10009110004	AAGY104N401, 01	106-11-6060	REG	A01	37.500	734.58
02		XAHCF10009110004	AAGY104N536, 01	520-40-0371	REG	A01	20.250	461.40
02		XAHCF10009110004	BAGY104N417, 01	126-06-2357	REG	A01	34.500	990.36
02		XAHCF10009110004	BAGY104N497, 01	046-96-1241	REG	A01	37.500	956.59
02		XAHCF10009110004	BAGY104N552, 01	033-11-4387	REG	A01	37.500	897.77
02		XAHCF10009110004	BAGY104N589, 01	031-00-0380	REG	A01	37.500	854.45
02		XAHCF10009110004	BAGY104N978, 01	031-19-3474	REG	A01	20.000	435.07
02		XAHCF10009110004	BAGY293N556, 01	175-09-3287	REG	A01	37.500	1162.60
02		XAHCF10009110004	BANK-DED, JOA01	025-18-2844	REG	A01	37.500	579.13
02		XAHCF10009110004	BANK-DED, JOA01	026-10-1288	REG	A01	37.500	871.54

```

Start List At: _____
Enter-----PF4-----PF8-----PF12-
Done              SSN/Emp ID              Frwd              Cncl

```

Maintain Adjustments View Selected Labor History screen - SSN

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (DEVELOPER) TEST: Work In Progress      4/20/1999
ITDA31      Maintain Adjustments                                11:25 AM
+-----View Selected Labor History-----+

```

Ln	Lock	Doc Id	Name	Employee ID	Ecde	Obj	Hours	Charges
02		XAHCF10009110004	AAGY104N009, 01	34180	REG	A01	37.500	987.07
02		XAHCF10009110004	AAGY104N035, 01	32581	REG	A01	37.500	897.77
02		XAHCF10009110004	AAGY104N401, 01	95514	REG	A01	37.500	734.58
02		XAHCF10009110004	AAGY104N536, 01	NO ID FOUND	REG	A01	20.250	461.40
02		XAHCF10009110004	BAGY104N417, 01	113467	REG	A01	34.500	990.36
02		XAHCF10009110004	BAGY104N497, 01	42269	REG	A01	37.500	956.59
02		XAHCF10009110004	BAGY104N552, 01	29805	REG	A01	37.500	897.77
02		XAHCF10009110004	BAGY104N589, 01	27903	REG	A01	37.500	854.45
02		XAHCF10009110004	BAGY104N978, 01	28076	REG	A01	20.000	435.07
02		XAHCF10009110004	BAGY293N556, 01	NO ID FOUND	REG	A01	37.500	1162.60
02		XAHCF10009110004	BANK-DED, JOA01	22666	REG	A01	37.500	579.13
02		XAHCF10009110004	BANK-DED, JOA01	23493	REG	A01	37.500	871.54

```

Start List At: _____
Enter-----PF4-----PF8-----PF12-
Done              SSN/Emp ID              Frwd              Cncl

```

Maintain Adjustments View Selected Labor History screen - Employee ID

IV. Viewing Adjustment Transactions

The two (2) previous screens list employees whose labor history records were tagged on a particular increase line for redistribution.

Hit **<ENTER>** to return to the body of the adjustment document.

**Viewing All
Employees'
Labor History
Associated
with
Transaction**

To view the list of all employees whose labor history is associated with the adjustment transaction:

1. **<TAB>** to the Decrease line.
2. Press **<F6>** to reach the **Select** (Select Employees) screen by SSN, then **<F4>** if Employee ID is needed.

NOTE: The <F4> key is a toggle switch between SSN and Employee ID.

For the **XU transaction**:

1. Enter **<S >** in the Confirm/Select Labor History window.
2. Hit **<ENTER>**.

V. Tables/Reports

MMARS Tables Updated with Adjustment Transactions

All adjustment transactions (XA, XD, XE, XC, XF) processed in PCRS will update MMARS appropriation tables (APR1, APR2, APR3, APR4, ASUM) in the same manner as the MMARS adjusting transactions. The exception is the XU, which only updates PCRS labor history. You will not find the PCRS adjusting transactions on the MMARS Suspense file. These transactions are only in the PCRS Holding file.

MMARS Reports Listing Adjustment Transactions

You will find information from PCRS transactions on the following MMARS reports:

- RPT180A - Multi Fiscal Year Encumbrances and Expenditures
- RPT223A - Expenditure and Payroll Correction Transactions
- RPT223B - Expenditure and Payroll Correction Transactions
- RPT341A - Transactions Processed
- RPT374A - EXPB System Assurance Report
- RPT466C – Cash Received by State vs. Cash Reported by Department (TRE Receipts vs. Dept. Receipts)
- RPT468A - Reconciliation Activity
- RPT468B - Reconciliation by Accounting Period
- RPT640A - Weekly Payroll Transactions by Appropriation and Subsidiary
- RPT915A - Vendor Payment History

PCRS Updates

The adjustment transactions processed in PCRS will update the labor history files, and can be monitored using the following PCRS report:

- CTPC8C30 (PCRS25) – Labor History Adjustment Transaction by Appropriation/Account

or in the Information Warehouse.

VI. Function Keys

Function Keys Table 4 lists the general function keys used in PCRS Adjustment Transactions and Table 5 contains information on the function keys in Adjustment pop-up windows. **Please see the section on the next page “Using Function Keys”.**

Table 4
General Adjustment Function Keys

KEY	SCREEN DESCRIPTION	FUNCTION
Enter	Done	Saves entered information and brings you back to prior screen.
F1	Help	Invokes the help function.
F2	Delete	Deletes lines in a document. Place cursor at line to be deleted and press <F2>.
F3	Exit	Leave PCRS. No newly entered information is saved.
F4	VuSel	Lets you view selected employees tagged in a specific increase line in the document.
F5	Errs	View additional MMARS error messages.
F6	Selct	Retrieves all labor history associated with the decrease line criteria. Allows viewing selected employees tagged to the document.
F7	Back	Go back 1 Screen (if applicable).
F8	Frwd	Go forward 1 Screen (if applicable).
F9	Prior	Returns to the screen you were on prior to coming into the document. Does not save any newly entered information on the document.
F10	Labor	A pop-up window appears with all PCRS labor distribution fields to view, or complete, if necessary.
F11	Earn	For use with Individual XA adjustments only. A pop-up window of employees' earnings for a given pay period appears.

VI. Function Keys

Table 5
Function Keys In Adjustment Pop-Up Windows

KEY	SCREEN DESCRIPTION	FUNCTION
Enter	Done	Use when finished with pop-up window. Saves entered information and brings you back to the screen.
F7	Back	Go back 1 Screen (if applicable).
F8	Frwd	Go forward 1 Screen (if applicable).
F12	Cncl	Cancel and closes pop-up window. No entered information is saved.

**Using
Function Keys**

When using function keys in PCRS, the bottom of the screen will list <PF> keys. Your keyboard only has <F> keys. Use the <F> key for <PF> keys. For example, <PF1> becomes <F1>.

Depending on how your department sets the keyboard configuration, your <F> keys may not work. In this case, use <Alt> and the number. For example, <PF1> becomes <Alt> and <1>.

VII. – A. Document Header Information for XA, XE, XC, XU

Overview

This section explains the document header (field) information for XA, XE, XC, and XU Adjustment transactions.

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments             12:57 PM
                                Expenditure Correction Document (XA)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _____ Hist Tagged: 000000
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:          0.00
Bat-ID:
    Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
    -----
                                  Description                      Line Amount       I/D
01   ____  ____  _____  ____  _____  _____  _____  _____
     _____                                         _____
     _____                                         _____
     _____                                         _____
     _____                                         _____
                                     _____
                                     _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Edit/ Proc	Required	<p>There are 5 valid codes that can be entered in this field. If there is incorrect data in the adjustment, or it fails to pass PCRS or MMARS edits, you will receive an error message(s) on this screen. PCRS error messages appear one at a time at the top of the screen and occur prior to MMARS error messages. MMARS error messages appear at the bottom of the screen.</p> <p><i>Note: Based on your security, your access to some of these valid codes could be limited.</i></p>

NOTE: There is an immediate update processing code only available to the Comptroller's (CTR) office. This allows CTR to perform an immediate online update to MMARS for any adjusting transaction when deemed necessary.

VII. –A. Document Header Information for XA, XE, XC, XU

```
Enter/modify XA document, or use pfkeys to exit.
```

VADJTM04	**** P C R S ****	(SYSTEM TEST)	TEST: Work In Progress	7/30/1999
CTRAEY	Maintain Adjustments			12:57 PM

Expenditure Correction Document (XA)

Edit/Proc:	_ Approval:	_ MMARS Override:	_ PCRS Override:	_ Status:	HD
Pay Prd End:	07 23 1999	Acctg Prd:	____	Hist Tagged:	000000
Doc-ID:	XA XYZ 1000 0211001	Date:	07 30 1999	Document Total:	0.00

Bat-ID:

Bud Fy Dpt	Approp	Sub Org/Sb	Obj/Sb Prog Ty	Prj/Ct/Grc Actv	Rptg	I/D
Description						

01	___	___	_____	_____	_____	D
---	---	---	_____	_____	_____	-
---	---	---	_____	_____	_____	-
---	---	---	_____	_____	_____	-

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION	
Edit/ Proc (Con't)		Valid codes are:	
		CODE	EXPLANATION
		P	Invoke PCRS edits only. Transaction not scheduled. <i>NOTE: The term "scheduling of transaction" refers to putting the transaction in a scheduled status to be processed with the nightly batch cycle.</i>
		O	Invoke On-line PCRS edits only. Schedules transaction for the nightly batch cycle when all other edits occur.
		H	Basic edits occur (security, line sequencing, verifying labor history existed). The transaction is put in a Hold status. No scheduling of transaction takes place.

VII. – A. Document Header Information for XA, XE, XC, XU

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 7/30/1999
CTRAEY Maintain Adjustments 12:57 PM
Expenditure Correction Document (XA)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000000
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total: 0.00
Bat-ID:
Bud Fy Dpt Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Cl/Grc Actv Rptg
-----
Description Line Amount I/D
01 _____ D
_____
_____
_____
_____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu
  
```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION	
Edit/Proc (Con't		D	Deletes transaction. All records are erased for this document. Doc-Id can be reused. Any tagged labor history records must be removed before selection can occur.
		R	Removes tagged labor history records from entire document, leaving accounting line information in tact.
Approval	Optional	CTR use only. CTR uses to either approve or not approve a pending adjustment transaction. Departments do not have security access to this field.	
MMARS Override	Optional	CTR use only. CTR uses to override certain MMARS error messages when deemed necessary. Departments do not have security access to this field.	
PCRS Override	Optional	Used to override any department required PCRS fields. Only users with level 1-D security can access this field.	

VII. –A. Document Header Information for XA, XE, XC, XU

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments              12:57 PM
                                Expenditure Correction Document (XA)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000000
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:          0.00
Bat-ID:
    Bud Fy Dpt   Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Ct/Grc Actv Rptg
    -----
                Description                                     Line Amount       I/D
                -----
01  ____  ____  _____  _____  _____  - _____  _____  _____
                _____                                         _____             D
____  ____  _____  _____  _____  - _____  _____  _____
                _____                                         _____             -
____  ____  _____  _____  _____  - _____  _____  _____
                _____                                         _____             -

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION																
Status	Inferred	<div>The current status of the adjustment transaction. Statuses are:<table><tr><th>STATUS</th><th>EXPLANATION</th></tr><tr><td>HD</td><td>Held document. Labor history tagged.</td></tr><tr><td>HR</td><td>Held document. Labor history untagged.</td></tr><tr><td>EP</td><td>Passed PCRS edits. Not scheduled.</td></tr><tr><td>SC</td><td>Passed PCRS edits. Scheduled to process in the next nightly batch cycle.</td></tr><tr><td>RJ</td><td>Document rejected. No updates have occurred.</td></tr><tr><td>MU</td><td>Updated MMARS. Pending update PCRS labor history update.</td></tr><tr><td>LU</td><td>Updated both MMARS & PCRS. Document is in done status.</td></tr></table></div>	STATUS	EXPLANATION	HD	Held document. Labor history tagged.	HR	Held document. Labor history untagged.	EP	Passed PCRS edits. Not scheduled.	SC	Passed PCRS edits. Scheduled to process in the next nightly batch cycle.	RJ	Document rejected. No updates have occurred.	MU	Updated MMARS. Pending update PCRS labor history update.	LU	Updated both MMARS & PCRS. Document is in done status.
STATUS	EXPLANATION																	
HD	Held document. Labor history tagged.																	
HR	Held document. Labor history untagged.																	
EP	Passed PCRS edits. Not scheduled.																	
SC	Passed PCRS edits. Scheduled to process in the next nightly batch cycle.																	
RJ	Document rejected. No updates have occurred.																	
MU	Updated MMARS. Pending update PCRS labor history update.																	
LU	Updated both MMARS & PCRS. Document is in done status.																	

VII. – A. Document Header Information for XA, XE, XC, XU

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments              12:57 PM
                                Expenditure Correction Document (XA)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000004
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:          0.00
Bat-ID:
    Bud Fy Dpt   Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Ct/Grc Actv Rptg
    -----
                Description                                         Line Amount I/D
                -----
01  ____         _____ - - - - - - - - - - - - - - - - - - - - - - - - 
        _____                                                    D
____  _____ - - - - - - - - - - - - - - - - - - - - - - - - 
        _____                                                    -
____  _____ - - - - - - - - - - - - - - - - - - - - - - - - 
        _____                                                    -
                                _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Pay Prd End	Pre-filled	<p>Pay Period End Date. The Saturday date for the pay period associated with the adjustment. This field is pre-filled from the information entered on the Adjustments Subsystem Menu. On this screen, this field is non-modifiable.</p> <p><i>Note: For Accounts Payable Payrolls, this is a Sunday date.</i></p>
Acctg Prd	Optional	<p>If left blank, the entries in this screen are the accounting period of the transaction date. If you want them recorded in a different accounting period, enter the desired period, e.g., July 2000 is entered as 01 2001, where July is the first month of fiscal year 2001. You cannot enter future or closed accounting periods.</p>
History Tagged	Inferred	<p>Once labor history is tagged, this field is filled with the number of employees' labor history records tagged. For example, if 4 employees have their labor history tagged, this field will be filled with the number 00004.</p>

VII. –A. Document Header Information for XA, XE, XC, XU

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments              12:57 PM

                                Expenditure Correction Document (XA)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000004
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:          0.00
Bat-ID:

    Bud Fy Dpt   Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Ct/Grc Actv Rptg
    -----
                                Description                      Line Amount     I/D
                                -----
01  ____  ____  _____  ____  _____  ____  _____  ____  ____
                                _____
                                _____                        D
____  ____  ____  _____  ____  _____  ____  _____  ____
                                _____
____  ____  ____  _____  ____  _____  ____  _____  ____
                                _____
                                _____                        -

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Doc-Id	Pre-filled	<p>This number is pre-filled from data entered in the Adjustments Subsystem Menu. It is comprised of:</p> <ul style="list-style-type: none"> ▪ Transaction Type - The two (2) character transaction code - XA, XE, XC, XU. ▪ Department - The three (3) character code for the department. (Ex.: XYZ) ▪ ORG - The four (4) character code for the organizational unit. (Ex.: 1000) ▪ NUMBER - The seven (7) character number uniquely identifying the adjustment transaction. (Ex.: 0211001) <p>On this screen, this field is non-modifiable.</p>

VII. – A. Document Header Information for XA, XE, XC, XU

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments              12:57 PM

                                Expenditure Correction Document (XA)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000004
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:
0.00
Bat-ID:

    Bud Fy Dpt   Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Ct/Grc Actv Rptg
    -----
                Description                      Line Amount       I/D
                -----
01  _____  _____  _____  _____  _____  _____  _____
    _____                                     _____         D
    _____                                     _____         -
    _____                                     _____         -
    _____                                     _____         -

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Date	Pre-filled	System generated date created when user performs transaction.
Document Total	Pre-filled	Sum dollar total of all document increase and decrease lines.
Bat-Id	Optional	<p>This field is only used when the Comptroller's office receives a batch of transactions via tape. The ID number represents the batch associated with the Doc-Id. The Batch ID number is composed of the three (3) character department code and six (6) alphanumeric sequential numbers.</p> <p>This field is non-modifiable.</p>

VII. –B. Document Line Information for XA, XE, XC, XU

[illegible]

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Bud FY	Required	The four (4) digit budget fiscal year of the transaction.
Dpt	Required	The three (3) character MMARS department code for your department.
Approp	Required	The eight (8) digit number of the MMARS appropriation account originally charged. This field gives PCRS part of the criteria necessary to bring up labor history records.
Sub	Required EXCEPTION: Not required for Mass Build	The two (2) character code for the subsidiary originally charged. This field gives PCRS part of the criteria necessary to bring up labor history records.
Org/Sb	Required	ORG - The four (4) character code for the organizational unit originally charged. This field gives PCRS part of the criteria necessary to bring up labor history records.
	Optional	SUB - (May be required by your department.) The two (2) character code of the sub-organizational unit originally charged.

VII. –B. Document Line Information for XA, XE, XC, XU

```
Enter/modify XA document, or use pfkeys to exit.
```

VADJTM04	**** P C R S ****	(SYSTEM TEST)	TEST: Work In Progress	7/30/1999
CTRAEY	Maintain Adjustments			12:57 PM

Expenditure Correction Document (XA)

Edit/Proc:	_	Approval:	_	MMARS Override:	_	PCRS Override:	_	Status:	HD
Pay Prd End:	07 23 1999	Acctg Prd:	_____	Hist Tagged:	000004				
Doc-ID:	XA XYZ 1000 0211001	Date:	07 30 1999	Document Total:					0.00

Bat-ID:

Bud Fy Dpt	Approp	Sub Org/Sb	Obj/Sb Prog Ty	Prj/C1/Grc	Actv	Rptg	
						Description	Line Amount I/D
01	____	____	_____	- _____	_____	_____	D
___	____	____	_____	- _____	_____	_____	-
___	____	____	_____	- _____	_____	_____	-

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu
```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Obj/Sb	Required	OBJ - The three (3) character object code originally charged. This field gives PCRS part of the criteria necessary to bring up labor history records.
	Optional	SB - (May be required by your department.) The two (2) position sub-object code originally charged.
Prog	Optional	(May be required by your department.) The appropriate four (4) character program code originally charged.
Ty	Optional/ Required	(May be required by your department.) This field identifies whether the value in the PRJ/CL/GRC field relates to a project, client, or general reporting category. This field must be entered if the PRJ/CL/GRC field was originally completed. Based on the original distribution, enter one of the following codes: P = Project C = Client G = General reporting category

VII. –B. Document Line Information for XA, XE, XC, XU

```
Enter/change XA document, or use pfkeys to exit.
```

```
VADJTM04 **** P C R S **** (SYSTEM TEST)    TEST: Work In Progress          7/30/1999
```

```
CTRAEY                               Maintain Adjustments                    12:57 PM
```

```
Expenditure Correction Document (XA)
```

```
-----
```

```
Edit/Proc: _ Approval: _   MMARS Override: _ PCRS Override: _ Status: HD
```

```
Pay Prd End: 07 23 1999     Acctg Prd: _ Hist Tagged: 000004
```

```
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:
```

```
Bat-Id:                                0.00
```

Bud Fy Dpt	Approp	Sub Org/Sb	Obj/Sb Prog Ty	Prj/Ct/Grc Actv	Rptg
Description Line Amount I/D					
01					D
					-
					-

```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
```

```
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu
```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Prij/CI/Grc	Optional/ Required	(May be required by your department.) Used to enter either a project code, client code, or general reporting category code. Required if the TY field is completed.
Actv	Optional	(May be required by your department.) The four (4) character activity code originally charged.
Rptg	Inferred	The four (4) character reporting category code originally charged. This field is blocked. The code is inferred from MMARS.
Description	Optional	(May be required by your department.) Notes about what this adjustment correction is for.
Line Amount	Calculated	Dollar amount of original selected labor history distribution. PCRS adds dollar amount of all employees' records that met the accounting criteria entered in the decrease line.

```

Enter/modify XA document, or use pfkeys to exit.
VADJTM04 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress      7/30/1999
CTRAEY                               Maintain Adjustments                12:57 PM
                                Expenditure Correction Document (XA)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: HD
Pay Prd End: 07 23 1999 Acctg Prd: _ Hist Tagged: 000004
Doc-ID: XA XYZ 1000 0211001 Date: 07 30 1999 Document Total:          0.00
Bat-ID:
    Bud Fy Dpt   Approp Sub Org/Sb Obj/Sb Prog Ty Prj/Ct/Grc Actv Rptg
    -----
                                Description                      Line Amount      I/D
                                -----
01      ____  ____  _____  _____  _____  _____  _____  _____
                                _____
                                _____                        D
____  _____  _____  _____  _____  _____  _____
                                _____
____  _____  _____  _____  _____  _____  _____
                                _____
                                _____                        -
                                _____
                                _____                        -
                                _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Earns Menu

```

PCRS Procedures Manual - 9/00

VII. – C. Document Header Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      11/17/1999
CTRALT                               Maintain Adjustments                4:27 PM
                               Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total:      2200.00

BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
-----
Description                                Line Amount      I/D
-----
01  2000  XYZ  Dyz99999  99  _ _ _  999  _ _ _ _ _  _ _ _ _ _  1100.00  D
      DEFAULT ACCOUNT DISTRIBUTION_
02  2000  XYZ  45002000  00 8300  _ A01  _ _ _ _ _  G C0000000000 010N 1209
      ORIGINAL ACCOUNT DISTRIBUTION_
      1100.00  I
-----

02-PR003-INVALID ACTIVITY ON ACTV      02-A048E-EXPENSE BUDGET DOES NOT EXIS
- - - - -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VnSel Exrs Selct Back Erwd Prior Labor Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION						
Edit/Proc	Required	There are 4 valid codes that can be entered in the Edit/Process field of the XD transaction. If there is incorrect data in the adjustment, or it fails to pass PCRS or MMARS edits, an error message(s) appears on this screen. PCRS error messages appear one at a time at the top of the screen and occur prior to MMARS error messages. MMARS error messages appear at the bottom of the screen. Based on security, your access to some of these valid codes could be limited. The four (4) valid codes are:						
		<table><tr><th>CODE</th><th>EXPLANATION</th></tr><tr><td>P</td><td>Invoke PCRS edits only. No scheduling of Transaction. <i>The term "scheduling of transaction" refers to putting the transaction in a scheduled status to be processed with the nightly batch cycle.</i></td></tr><tr><td>O</td><td>PCRS On-line edits only. Schedules transaction for the nightly batch cycle when all other edits occur.</td></tr></table>	CODE	EXPLANATION	P	Invoke PCRS edits only. No scheduling of Transaction. <i>The term "scheduling of transaction" refers to putting the transaction in a scheduled status to be processed with the nightly batch cycle.</i>	O	PCRS On-line edits only. Schedules transaction for the nightly batch cycle when all other edits occur.
		CODE	EXPLANATION					
P	Invoke PCRS edits only. No scheduling of Transaction. <i>The term "scheduling of transaction" refers to putting the transaction in a scheduled status to be processed with the nightly batch cycle.</i>							
O	PCRS On-line edits only. Schedules transaction for the nightly batch cycle when all other edits occur.							

VII. – C. Document Header Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 11/17/1999
CTRALT Maintain Adjustments 4:27 PM
Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
-----
Description Line Amount I/D
-----
01 2000 XYZ XYZ99999 99 999 1100.00 D
DEFAULT ACCOUNT DISTRIBUTION
02 2000 XYZ 45002000 00 8300 A01 G C000000000 010N 1209
ORIGINAL ACCOUNT DISTRIBUTION 1100.00 I
-----

02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VisSel Erase Selct Back Erwd Prior Labor Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION	
Edit/Proc (Con't)		CODE	EXPLANATION
		H	Basic edits occur (security, line sequencing, verifying if labor history existed). The transaction is put in a Hold status. No scheduling of transaction takes place.
		W (CTR Only)	Invokes PCRS and MMARS edits. Performs immediate update to MMARS and schedules the document for update in PCRS labor history.
Approval	Optional	CTR use only. CTR uses to either approve or not approve a pending adjustment transaction. Departments do not have security access to this field.	
MMARS Override	Optional	CTR use only. CTR uses to override certain MMARS error messages when deemed necessary. Departments do not have security access to this field.	
PCRS Override	Optional	Used to override any department required PCRS fields. Only users with level 1-D security can access this field.	

VII. – C. Document Header Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 11/17/1999
CTRALT Maintain Adjustments 4:27 PM
Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
-----
Description Line Amount I/D
-----
01 2000 XYZ XYZ99999 99 999 1100.00 D
    DEFAULT ACCOUNT DISTRIBUTION
02 2000 XYZ 45002000 00 8300 A01 G C000000000 010N 1209 1100.00 I
    ORIGINAL ACCOUNT DISTRIBUTION
-----

02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION	
Status	Inferred	The current status of the adjustment transaction. Statuses are:	
		STATUS	EXPLANATION
		HD	Held document. Labor history tagged.
		EP	Passed PCRS edits. Not scheduled.
		SC	Passed PCRS edits. Scheduled to process in the next nightly batch cycle.
		RJ	Document rejected. No updates have occurred.
		MU	Updated MMARS. Pending PCRS labor history update.
		LU	Updated both MMARS & PCRS. Document is in done status.
Pay Prd End Date	Pre-filled	Pay Period End Date. The Saturday date for the pay period associated with the adjustment. This field is pre-filled from the information entered in the Adjustments Subsystem Menu. On this screen, this field is non-modifiable. <i>Note: For Accounts Payable Payrolls, this is a Sunday date.</i>	

VII. – C. Document Header Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24 ***** P C R S ***** (SYSTEM TEST)  TEST: Work In Progress      11/17/1999
CTRALT                               Maintain Adjustments                      4:27 PM
                               Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004

DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

  BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
  -----
                                Description                                Line Amount  I/D
  -----
01  2000  XYZ  XYZ99999  99  _____ 999 _____ 1100.00  D
                                DEFAULT ACCOUNT DISTRIBUTION_
02  2000  XYZ  45002000  00 8300  _ A01 _____ G C0000000000 010N 1209
                                ORIGINAL ACCOUNT DISTRIBUTION_
                                1100.00  I
  -----

02-PR003-INVALID ACTIVITY ON ACTV      02-A048E-EXPENSE BUDGET DOES NOT EXIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back Frwd Prior Labor      Menu
  
```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Acctg Prd	Optional	If left blank, the entries in this screen are recorded in the accounting period of the transaction date. If you want them recorded in a different accounting period, enter the desired period, e.g., July 2000 is entered as 01 2001, because July is the first month of fiscal year 2001. You cannot enter future or closed accounting periods.
Employees	Inferred	The number of employees' labor history records associated with the document at the time the XD/XF is generated.. For example, if 4 employees have their labor history tagged, this field will be filled with the number 00004.

VII. – C. Document Header Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24  **** P C R S **** (SYSTEM TEST)  TEST: Work In Progress      11/17/1999
CTRALT                               Maintain Adjustments                4:27 PM
                               Payroll Data Correction Document (XD)

-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 1000 0211001 Date: 10 13 1999 Document Total:
2200.00

      BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV  RPTG
      -----
                               Description                               Line Amount  I/D
      -----
01   2000  XYZ  XYZ99999  99  _____  999  _____  _____  1100.00  D
                               DEFAULT ACCOUNT DISTRIBUTION_
02   2000  XYZ  45002000  00 8300  _ A01  _____  G C0000000000 010N 1209
                               ORIGINAL ACCOUNT DISTRIBUTION_
                               _____  1100.00  I
      _____

02-PR003-INVALID ACTIVITY ON ACTV      02-A048E-EXPENSE BUDGET DOES NOT EXIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done  Help  Delet Exit  VuSel Errs  Selct Back Frwd  Prior Labor      Menu
  
```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Doc-Id	Pre-filled	<p>This number is assigned by the system. It is comprised of:</p> <ul style="list-style-type: none"> ▪ Transaction Type - The two (2) character transaction code - XD, XF. ▪ Department - The three (3) character code for the department. (Ex.: XYZ) ▪ ORG - The four (4) character code for the organizational unit. (Ex.: 1000) ▪ NUMBER - The seven (7) character number uniquely identifying the adjustment transaction. (Ex.: 0211001) <p>On this screen, this field is non-modifiable.</p>

Correct errors as noted; press <Enter> when finished.

Adjustment Subsystem - Introduction

VII. – D. Document Line Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 11/17/1999
CTRALT Maintain Adjustments 4:27 PM
Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
-----
Description Line Amount I/D
-----
01 2000 XYZ XYZ99999 99 999 1100.00 D
    DEFAULT ACCOUNT DISTRIBUTION
02 2000 XYZ 45002000 00 8300 A01 G C000000000 010N 1209 1100.00 I
    ORIGINAL ACCOUNT DISTRIBUTION
-----
02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu
  
```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
Bud FY	Inferred	The four (4) digit fiscal year of the transaction.
Dpt	Inferred	The three (3) character MMARS department code for your department.
Approp	Inferred	The eight (8) digit number of the MMARS appropriation account originally charged.
Sub	Inferred	Two (2) character code for the subsidiary originally charged.
Org/Sb	Inferred	ORG -The four (4) character code for the organizational unit originally charged.
	Inferred	SB - (May be required by your department.) The two (2) character code of the sub-organizational unit originally charged if applicable.
Obj/Sb	Inferred	OBJ -The three (3) character object code originally charged.
		SB - (May be required by your department.) The two (2) position sub-object code originally charged if applicable.
Prog	Inferred	(May be required by your department.) The appropriate four (4) character program code originally charged if applicable.

VII. – D. Document Line Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 11/17/1999
CTRALT Maintain Adjustments 4:27 PM
Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROGTY PRJ/CL/GRC ACTV RPTG
-----
Description Line Amount I/D
-----
01 2000 XYZ XYZ99999 99 999 1100.00 D
DEFAULT ACCOUNT DISTRIBUTION
02 2000 XYZ 45002000 00 8300 A01 G C000000000 010N 1209
ORIGINAL ACCOUNT DISTRIBUTION 1100.00 I
-----
02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

FIELD	COMPLE- TION OPTION	DESCRIPTION/EXPLANATION
Ty	Inferred	(May be required by your department.) This field identifies whether the value in the PRJ/CL/GRC field relates to a project, client, or general reporting category. This field will contain one of the following codes (if applicable): P = Project C = Client G = General reporting category
Prj/Cl/Grc	Inferred	(May be required by your department.) Will contain either a project code, client code, or general reporting category code that was originally charged, if applicable.
Actv	Inferred	(May be required by your department.) The four (4) character activity code originally charged if applicable.
Rptg	Inferred	The four (4) character reporting category code originally charged. This field is blocked. The code is inferred from MMARS when applicable.
Descrip- tion	Inferred	Descriptions above are generated by the system for all XDs and XFs.
Line Amount	Calculated	Dollar amount of original selected labor history distribution. PCRS adds dollar amount of all employees' records that met the accounting criteria entered on the decrease line.

Adjustment Subsystem - Introduction

VII. – D. Document Line Information for XF, XD

```

Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 11/17/1999
CTRALT          Maintain Adjustments 4:27 PM
                Payroll Data Correction Document (XD)
-----
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ
Pay Prd End Date: 06 10 2000 Acctg Prd: _ Employees: 000004
DOC ID: XD XYZ 8300 2860001 Date: 10 13 1999 Document Total: 2200.00

  BUD FY DPT  APPROP  SUB ORG/SB  OBJ/SB  PROG TY  PRJ/CL/GRC  ACTV RPTG
-----
                Description                      Line Amount  I/D
-----
01   2000  XYZ  XYZ99999  99 _____ 999 _____ 1100.00  D
                DEFAULT ACCOUNT DISTRIBUTION
02   2000  XYZ  45002000  00 8300  A01 _____ G C000000000 010N 1209
                ORIGINAL ACCOUNT DISTRIBUTION 1100.00  I
-----
02-PR003-INVALID ACTIVITY ON ACTV          02-A048E-EXPENSE BUDGET DOES NOT EXIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu

```

FIELD	COMPLETION OPTION	DESCRIPTION/EXPLANATION
I/D	Required	<p><i>The first line of a XD/XF is always a D (decrease) line and it will always reflect the department's suspense account (9999-9999).</i></p> <p>The second line is always an "I" (increases) line and will reflect the original labor distribution intended for the expenditure. The two (2) valid values for additional lines, if any, are:</p> <ul style="list-style-type: none"> • D = Decrease expenditure from the suspense account (incorrect distribution) • I = Increase the expenditure to the corrected original distribution <p>Each piece of business on a XD/XF transaction must be grouped together so that labor history distribution is correctly adjusted. There are three (3) ways to group line sequences. These groupings assure that the labor history from the decrease line goes to the correct increase line. The valid line sequences are:</p> <ul style="list-style-type: none"> • D/I = 1 decrease line to 1 increase line • D/I/I = 1 decrease to multiple increase lines • D/D/I = Multiple decrease lines to 1 increase line <p><i>Note: A maximum of 20 lines of data input are available per XD transaction.</i></p>

VII. – E. Error Messages

Error Messages

PCRS error messages appear at the top left of the screen. Some MMARS error messages also appear here and some appear at the bottom left of the screen. Where MMARS messages appear depends on what stage of the process the document is in.

TOP OF SCREEN MMARS ERROR MESSAGES

MMARS transaction processors for adjustment transactions perform a lot of editing. PCRS performs a subset of editing against MMARS to make sure the document is in good shape before it is even sent to MMARS. This way, users do not have to wait to see if their documents processed the previous night. When PCRS returns an error message for this subset, the message appears at the top of the screen along with other PCRS error messages.

BOTTOM OF SCREEN MMARS ERROR MESSAGES

Once the document clears the PCRS edits (including the MMARS subset) and the document is sent to MMARS, any messages appearing at the bottom are the results of the MMARS document processors doing their full set of edits – including those PCRS does not perform.

VIII. Using the Adjustments Subsystem Section of the Manual


Design

The Adjustments Subsystem section of the manual is designed with the user in mind. Therefore, each adjustment has its own complete stand alone section.

Icons

Throughout the adjustment sections are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:

 = Explanation

 = Decision

 = Procedural Steps